

Program Information Report

Human Services, Pre-Education & Public Safety

Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

Program Effective Term: Fall 2024

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

Articulation:

Eastern Michigan University, BS degree

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:

<https://www.wccnet.edu/learn/transfer-wcc-credits/articulation-agreements.php> .

First Semester		(13 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 130	Introduction to Paralegal Studies	3
CJT 156	Everyday Law	4
ENG 111	Composition I	4
Second Semester		(16 credits)
CJT 120	Criminal Justice Ethics	3
CJT 160	Criminal Justice Constitutional Law	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100 or	Principles of Sociology	3
ECO 211	Principles of Economics I	3
Third Semester		(15 credits)
ACC 111	Principles of Financial Accounting	3
BMG 111	Business Law I	3
CJT 208	Criminal Evidence and Procedure	3
Elective	Nat. Sci. Elective(s)	3
Elective	Soc. Sci. Elective(s)	3
Fourth Semester		(16 credits)
CJT 209	Criminal Law	3
COM 102	Interpersonal Communication	3
MUS 147	Art and Entertainment Law	3
Elective	Nat. Sci. Lab Elective(s)*	3
Elective	Arts/Human. Elective(s)	3
Elective	General Education elective(s) to reach a minimum of 30 General Education credits.	1
Minimum Credits Required for the Program:		60

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

PROGRAM CHANGE FORM

Program Code: AAPSPL	Current Program Name: Paralegal Studies/Pre-Law	Effective Term: Fall 2024
Division Code: ATP	Department: PSC – Criminal Justice	

Directions:

1. Attach the current program listing from the WCC catalog or website and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using CurricUNET, but should be submitted at the same time as the program change form.
4. If changes affect the program assessment plan or if program outcomes are updated, please submit a Program Assessment Plan Change form. These changes must be approved separately from the program change form and should be submitted at the same time. Current program assessment plans can be found on the Curriculum and Assessment Program Information page.

Requested Changes:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Remove course(s): <u>HST 200, PHL 250</u> | <input type="checkbox"/> Program outcomes (may also result from removing or adding a course)* |
| <input checked="" type="checkbox"/> Add course(s): <u>ECO 211</u> | <input type="checkbox"/> Program assessment plan* |
| <input type="checkbox"/> Program title (new title is _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input checked="" type="checkbox"/> Other: <u>Layout changes</u> |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Program admission requirements | |
| <input type="checkbox"/> Continuing eligibility requirements | |

Note: A change to the Award Type requires the submission of a new program proposal form and a separate program inactivation form. Contact the Director of Curriculum & Assessment for more information.

Show all changes on the catalog page you attach.

* Please submit a Program Assessment Plan Change form.


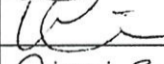
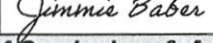
Rationale for proposed changes: HST 200 and PHL 250 are not online which forces the student to come to campus to take two courses, when every other course in the program is offered online. Further, these two courses when offered (only in person/on campus) are offered one time per semester at the same time/days as each other on the schedule. In its current state, this causes an undue hardship on what otherwise could be a completely online degree.

Financial/staffing/equipment/space implications: There will be no additional costs to the college, and in fact would reduce staff time in approving degree waivers.

List departments that have been consulted regarding their use of this program.

CiTL, Humanities (Dept. Chair), Articulation Agreement Staff

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Kevin Lindsey		9/15/23
Department Chair	Kevin Lindsey		9/15/23
Division Dean/Administrator	Jimmie Baber III		10/3/23

Please return completed form to the Office of Curriculum & Assessment, SC 257

PROGRAM CHANGE FORM

or by e-mail to curriculum.assessment@wccnet.edu			
Once reviewed by the appropriate faculty committees we will secure the signature of the VPI.			
Reviewer	Print Name	Signature	Date
Curriculum Committee Chair	Randy Van Wagnen	<i>RVanWagnen</i>	2-12-24
Assessment Committee Chair	Jessica Hale	<i>JHale</i>	2/16/24
Interim Vice President for Instruction	Brandon Tucker	<i>BTucker</i>	2/19/24
Do not write in shaded area. Entered in: Banner _____ C&A Database _____ Log File _____			

Program Information Report

Human Services, Pre-Education & Public Safety

Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

Program Effective Term: Fall 2020

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

Articulation:

Eastern Michigan University, BS degree

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site:
<http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

First Semester		(17 credits)
CJT 130	Introduction to Paralegal Studies	3
CJT 156	Everyday Law	4
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
	Nat. Sci. Elective(s)	3
Second Semester		(15 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100	Principles of Sociology	3
Third Semester		(14 credits)
ACC 111	Principles of Accounting I	3
CJT 160	Criminal Justice Constitutional Law	3
HST 200	Michigan History	3
	Nat. Sci. Lab Elective(s)*	3
	General Education Elective(s) (0-1 credits) to reach a minimum 30 General Education Credits	1
	Elective(s) to reach minimum 60 credits	1
Fourth Semester		(15 credits)
BMG 111	Business Law I	3
CJT 208	Criminal Evidence and Procedure	3
CJT 209	Criminal Law	3
MUS 147	Arts, Media and Entertainment Law	3
PHL 250	Logic	3
Minimum Credits Required for the Program:		61

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: Program Name: Paralegal / Pre-law

Effective Term: Fall 2020

Division Code: Department: AAPSPL
Public Service Careers.

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>CST 154 & 155</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>CST 100 CST 156</u> | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input checked="" type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

CST 154 (3) & 155 (3) changed to CST 156 (4). Allow the addition of CST 100, a pre-req for CST 208.

Financial/staffing/equipment/space implications:

N/A

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Ron Walsh	<i>Ron Walsh</i>	1/20/2020
Department Chair	Ron Walsh	<i>Ron Walsh</i>	1/20/2020
Division Dean/Administrator	JIMMIE BABER	<i>Jimmie Baber</i>	1/23/2020
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Vice President for Instruction	Kimberly Hurns	<i>Kimberly Hurns</i>	2/19/2020
President	Rose B. Bellanca	<i>Rose B. Bellanca</i>	

Do not write in shaded area. Entered in: Banner 2/20/20 C&A Database 2/20/20 Log File 2/20/20 Board Approval 2/6/20
Reviewed by C&A Committee

WCC General Education Requirements Effective Fall 2018

Associate degree programs were updated to meet the revised WCC general education requirements below.

Course Distribution Requirements

Associate degree students must complete courses from each of six General Education content areas. The requirements vary, depending on which degree is being earned. The number of general education credit hours required for each degree is as follows.

	AA	AS	AAS
Writing/Composition	3-4 credits	3-4 credits	3-4 credits
2nd Writing/Composition or Communication	3-4 credits	3 credits	3 credits
Mathematics	3-4 credits	3-4 credits	3-4 credits
Natural Sciences ¹	7-8 credits	7-8 credits	3-4 credits
Social & Behavioral Science ²	6 credits	6 credits	3 credits
Arts and Humanities ³	6 credits	6 credits	3 credits
General Education Electives to reach 30 credits	0-2 credits	0-2 credits	N/A
Minimum	30 credits	30 credits	18 credits

¹ Two courses in Natural Science including one with laboratory experience (from two disciplines)

² From two disciplines

³ From two disciplines

Program Information Report

Transfer and University Parallel Programs

If your goal is to continue your education toward a baccalaureate degree, then transfer and university parallel programs is the track for you. Complete the first two years of study in a supportive environment with small classes and personal attention.

Before beginning any transfer program, a student should consult with an academic advisor or counselor to obtain a program articulation agreement or a transfer guide. Early in the program, the student should contact an undergraduate advisor at the transfer college for specific admission and curriculum requirements and, if available, an unofficial transfer-credit evaluation.

Copies of articulation agreements and transfer guides are available in the Counseling Office on the second floor of the Student Center Building. Computers with access to the Internet Web sites of four-year colleges and universities are also available there.

Criminal Justice and Pre-Law

Considering a career in the justice system? This program prepares you for further study in these specialized fields.

Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

Program Effective Term: Fall 2018

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

Articulation:

Eastern Michigan University, BS degree.

Copies can be obtained from the Counseling Office, a program advisor, or from the Curriculum and Assessment Office Web site: <http://www.wccnet.edu/curriculum/articulation/levelone/colleges/>.

First Semester		(16 credits)
CJT 130	Introduction to Paralegal Studies	3
CJT 154	Everyday Law I: Law and Civil Liberties	3
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
	Nat. Sci. Elective(s)	3
Second Semester		(15 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100	Principles of Sociology	3
Third Semester		(14 credits)
ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
	Nat. Sci. Lab Elective(s)*	3
	General Education Elective(s) (0-1 credits) to reach a minimum 30 General Education Credits	1
	Elective(s) to reach minimum 60 credits	1
Fourth Semester		(15 credits)
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Arts, Media and Entertainment Law	3
PHL 250	Logic	3
Minimum Credits Required for the Program:		60

Program Information Report

Notes:

**Students wishing to transfer to EMU should follow the articulation guide.*

Done 1/26/18
NW

**WASHTENAW COMMUNITY COLLEGE
GENERAL EDUCATION REVISION PROGRAM CHANGE FORM
FOR AA AND AS PROGRAMS 2018-2019**

Program Code: <u>AAASPL</u>	Program Name: <u>Paralegal / Pre-Law</u>
Division Code:	Department: <u>P.S.C.</u>

This form is to be used only for General Education Revision Program Changes for Associate in Arts (AA) and Associate in Science (AS) programs. Any other program changes should be submitted separately using a standard Program Change Form.

Directions:

1. Review each general education area under **Requested Changes** below and respond as needed.
2. Attach the semester program layout showing the current program listing from the WCC catalog.
 - a. Indicate any changes to be made on the semester layout.
 - b. Draw a line through any courses that should be removed on the semester layout.
 - c. Write in any courses that need to be added on the semester layout.
3. Submit this form and semester program layout to the Office of Curriculum and Assessment (SC 257).

Current General Education Requirements AA and AS	Revised General Education Requirements 2018-2019 AA and AS
Writing 6 - 7 credits	English Composition 3 - 4 credits
Speech 3 credits	2 nd Course in English Composition or one course in Communication 3 - 4 credits
Mathematics 3 - 4 credits	Mathematics 3 - 4 credits
Natural Sciences 3 - 4 credits	Natural Sciences from 2 disciplines including one lab course 7 - 9 credits
Social & Behavioral Sciences 6 credits	Social & Behavioral Sciences from 2 disciplines 6 credits
Arts & Humanities 6 credits	Arts & Humanities from 2 disciplines 6 credits
Critical Thinking 0 credits	Elective Credits to reach a minimum of 30 credit hours 0 - 3 credits
Computer & Information Literacy 3 credits	Total 30 credits
Total 30 - 33 credits	

Please review each General Education Area in the chart below, and record the needed changes in the chart and on the attached semester layout.

REQUESTED CHANGES	
General Education Area	<p>English Composition – The requirement for one writing/English composition course remains the same. No changes will be made unless specifically requested below. (Use Writing Elective or ENG 111)</p> <p>Optional Change:</p>
2 nd Course in English Composition or one course in Communication	<p>WCC previously required both a second composition/writing course and a speech course. Your options are:</p> <ol style="list-style-type: none"> 1. Allow students to select any course that meets composition/writing or speech (<i>recommended</i>). 2. Require students to take a specific composition course (identify course below and on semester layout). 3. Require students to take a specific communication course (identify course below and on semester layout). <p>Requested Change:</p> <p style="text-align: center; color: blue; font-size: 1.2em;"><u>No change</u></p>

2nd Course in English Composition or one course in Communication Credit Hours
Because of this change, an extra 3 – 4 credit hours may be available in the program. Please specify how you would like to use those credit hours. Your options are: <ol style="list-style-type: none"> 1. Reduce the number of credit hours if the program total is over 60 (<i>recommended</i>). 2. Replace the course with elective credits as needed to reach a minimum of 60 credit hours. 3. Add a specific program-related course (<i>please add the course in the semester it should be taken on the semester layout</i>).
Requested Change: <i>No change</i>
Mathematics – The requirement for one mathematics course remains the same. However, the courses that meet the MTA requirement have changed slightly. MTH 148, 149 and 167 do not meet the general education requirement for AA or AS degrees. Please identify an alternate course or list “Math elective”.
Optional Change:
Natural Sciences from 2 disciplines including one lab course
WCC previously required one natural science course. Your options are: <ol style="list-style-type: none"> 1. No change needed – a second natural science course is already included in my program. 2. Add a second natural science course in the semester shown on the semester layout attached. Unless specific courses are required, include one course identified as a lab science course.
Requested Change: <i>Remove PHL 123 Add Science elective in 1st Semester (3 credits)</i>
Social & Behavioral Sciences from 2 disciplines – The requirement for two social and behavioral science courses remains the same. No changes will be made unless specifically requested below.
Optional Change:
Arts & Humanities from 2 disciplines – The requirement for two arts and humanities courses remains the same. No changes will be made unless specifically requested below. (Note: A COM course can be specified here if speech is not required in the area above. It can only count in one area.)
Optional Change: <i>Humanities elective 3rd Semester</i>
Computer and Information Literacy
The requirement for computer and information literacy has been removed. Your options are: <ol style="list-style-type: none"> 1. Continue to require a specific computer course. If a specific course is required in your program, we will leave it there. If you previously used “Computer and Information Literacy Course,” you will need to specify either a specific course or a list of courses from which to choose. 2. Remove the computer and information literacy course and replace the course with elective credits as needed to reach a minimum of 60 credit hours.
Required Change:
Elective Credits to reach a minimum of 30 credit hours – A course titled “General Education Credit(s) to Reach a Minimum of 30 Credit Hours” will be created and then added as needed to the program.

Reviewer	Print Name	Signature	Date
Initiator	<i>Brian Walsh</i>	<i>Brian Walsh</i>	<i>11/28/17</i>
Department Chair			
Division Dean/ Administrator	<i>Brandon Tudor</i>	<i>[Signature]</i>	<i>11/21/17</i>
Vice President for Instruction	<i>Kimberly Hovens</i>	<i>[Signature]</i>	<i>11/28/17</i>

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Entered in: Banner C&A Database Log File
11/26/18 11/24/18

Program Information Report

School of Criminal Justice and Law Enforcement

These programs help students develop the skills and knowledge necessary for work in law enforcement and criminal justice. Completion of the Police Academy Certificate prepares the student to meet the Michigan Commission on Law Enforcement Standards (MCOLES) necessary for a career as a police officer. Students preparing for employment in occupations that do not require completion of the MCOLES/Police Academy, or that do require a four-year degree (such as most Federal employment) can begin their studies by obtaining a Criminal Justice Associate of Arts degree, which is transferrable to most baccalaureate programs. This degree is described in the Transfer and University Parallel Programs section of the catalog.

Criminal Justice and Law Enforcement

Considering a career in law enforcement or corrections? These programs help prepare you for further study in these specialized fields.

Paralegal Studies/Pre-Law (AAPSP)

Associate in Arts Degree

Program Effective Term: Fall 2016

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

First Semester		(16 credits)
CJT 130	Introduction to Paralegal Studies	3
CJT 154	Everyday Law I: Law and Civil Liberties	3
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
PHL 123	Critical Thinking	3
Second Semester		(15 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100	Principles of Sociology	3
Third Semester		(16 credits)
ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
	Nat. Sci. Elective(s)*	4
	Elective**	3
Fourth Semester		(15 credits)
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Arts, Media and Entertainment Law	3
PHL 250	Logic	3

Minimum Credits Required for the Program:

62

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

**Students are encouraged to complete the MACRAO or MTA requirement noted below:
 Students who wish to complete MACRAO should select another social science course.
 Students who wish to complete MTA should select another natural science course.

Program Information Report

School of Criminal Justice and Law Enforcement

These programs help students develop the skills and knowledge necessary for work in law enforcement and criminal justice. Completion of the Police Academy Certificate prepares the student to meet the Michigan Commission on Law Enforcement Standards (MCOLES) necessary for a career as a police officer. Students preparing for employment in occupations that do not require completion of the MCOLES/Police Academy, or that do require a four-year degree (such as most Federal employment) can begin their studies by obtaining a Criminal Justice Associate of Arts degree, which is transferrable to most baccalaureate programs. This degree is described in the Transfer and University Parallel Programs section of the catalog.

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Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

Program Effective Term: Fall 2016

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	Elective**	3
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Entertainment Law	2
PHL 250	Logic	3
Minimum Credits Required for the Program:		61

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

**Students are encouraged to consider ENG 185 as an elective credit or complete the MACRAO or MTA requirement noted below:
 Students who wish to complete MACRAO should select another social science course.
 Students who wish to complete MTA should select another natural science course.

Program Information Report

Transfer and University Parallel Programs

If your goal is to continue your education toward a baccalaureate degree, then transfer and university parallel programs is the track for you. Complete the first two years of study in a supportive environment with small classes and personal attention.

Business (AABAS)

Computer Science: Programming in Java (ASCSPJ) See School of Information Technology

Criminal Justice (AACJ)

Education, Early Childhood (AAECE)

Education, Elementary (AAELEM)

Education, Secondary (AASECO)

Environmental Science (ASENVS)

1. Environmental Science (ENV1)

2. Environmental Science and Society (ENV2)

Exercise Science (ASESCI)

General Studies in Math and Natural Sciences (ASGSMS)

Honors in the Liberal Arts (AAHLA)

Human Services (AAHUST)

Information Systems: Programming in C++ (ASISPC) See School of Information Technology

Liberal Arts Transfer (AALAT)

Math and Science (ASMSAS)

1. Pre-Medicine Concentration (BMED or CMED)

2. Mathematics Concentration (MATH)

3. Physics/Pre-Engineering Concentration (PHYS)

4. Pre-Actuarial Science Concentration (PPAS)

5. Pre-Pharmacy Concentration (PPHA)

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Criminal Justice and Pre-Law

Considering a career in the justice system? This program prepares you for further study in these specialized fields.

Program Information Report

Paralegal Studies/Pre-Law (AAPSPL)**Associate in Arts Degree****Program Effective Term: Fall 2016**

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

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ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
	Nat. Sci. Elective(s)*	4
	Elective**	3
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Entertainment Law	2
PHL 250	Logic	3

Minimum Credits Required for the Program: 61

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

**Students are encouraged to consider ENG 185 as an elective credit or complete the MACRAO or MTA requirement noted below:
 Students who wish to complete MACRAO should select another social science course.
 Students who wish to complete MTA should select another natural science course.

PROGRAM CHANGE OR DISCONTINUATION FORM

Studies

Program Code: AAPSPL Program Name: Paralegal / Pre-law

Effective Term: F '16

Division Code: ATPSC Department: Public Serv Careers

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- | | |
|--|---|
| <input type="checkbox"/> Review | <input type="checkbox"/> Program admission requirements |
| <input checked="" type="checkbox"/> Remove course(s): <u>BOS 211</u> | <input type="checkbox"/> Continuing eligibility requirements |
| <input checked="" type="checkbox"/> Add course(s): <u>CJT130</u> | <input type="checkbox"/> Program outcomes |
| <input type="checkbox"/> Program title (title was _____) | <input type="checkbox"/> Accreditation information |
| <input type="checkbox"/> Description | <input type="checkbox"/> Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses) |
| <input type="checkbox"/> Type of award | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Advisors | |
| <input type="checkbox"/> Articulation information | |

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation: Course is moved from BOS Dept. to P.S.C.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

BOS /PSC

Signatures:

Reviewer	Print Name	Signature	Date
Initiator <u>R Walsh</u>	<u>Rum Walsh</u>	<u>R Walsh</u>	<u>1/9/16</u>
Department Chair <u>R Walsh</u>	<u>Rum Walsh</u>	<u>R Walsh</u>	<u>1/9/16</u>
Division Dean/Administrator	<u>Brandon Tucker</u>	<u>[Signature]</u>	<u>1/26/16</u>
Vice President for Instruction	<u>Michael A. Neaton</u>	<u>[Signature]</u>	<u>2/12/16</u>
President			

Do not write in shaded area. Entered in: Banner 2/10/16 Database _____ Log File _____ Board Approval NA

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

*Done 2/10/16
logged 1/28/16*

ACADEMICS

Paralegal Studies/Pre-Law (AAPSPL)

Associate in Arts Degree

2014 - 2015 2015 - 2016

Description

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

Contact Information

Division: Adv Tech/Public Serv Careers
Department: Public Services Careers Dept
Advisors: [Ruth Walsh](#)

Requirements

(Items marked in orange are available online.)

First Semester

Class	Title	Credits
BOS 211	Introduction to Paralegal Studies	3
CJT 154	Everyday Law I: Law and Civil Liberties	3
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
PHIL 123	Critical Thinking	3
Total		16

CJT 130

Second Semester

Class	Title	Credits
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTM 160	Basic Statistics	4
SOC 100	Principles of Sociology	3
Total		15

Third Semester

Class	Title	Credits
ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
Elective(s)	Natural Sciences *	4
	Elective **	3
Total		16

Fourth Semester

Class	Title	Credits
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Entertainment Law	2

PHL 250	Logic	3
Total		14
Total Credits Required:		61

Footnotes

*Students wishing to transfer to EMU should follow the articulation guide

**Students are encouraged to consider ENG 185 as an elective credit or complete the MACRAO or MTA requirement noted below.

Students who wish to complete MACRAO should select another social science course.

Students who wish to complete MTA should select another natural science course.

Program Information Report

Paralegal Studies/Pre-Law (AAPSP)

Associate in Arts Degree

Program Effective Term: Fall 2014

This program prepares students for entry-level positions or further study in the field of law. Entry-level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney, paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.

First Semester		(15 credits)
BOS 211	Introduction to Paralegal Studies	3
CJT 154	Everyday Law I: Law and Civil Liberties	3
COM 102	Interpersonal Communication	3
ENG 111	Composition I	4
PHL 123	Critical Thinking	3

Second Semester		(15 credits)
BOS 206	Personal Management Application and Internet Resources	2
CJT 120	Criminal Justice Ethics	3
ENG 226	Composition II	3
MTH 160	Basic Statistics	4
SOC 100	Principles of Sociology	3

Third Semester		(16 credits)
ACC 111	Principles of Accounting I	3
CJT 208	Criminal Evidence and Procedure	3
HST 200	Michigan History	3
	Nat. Sci. Elective(s)*	4
	Elective**	3

Fourth Semester		(14 credits)
BMG 111	Business Law I	3
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3
CJT 209	Criminal Law	3
MUS 147	Entertainment Law	2
PHL 250	Logic	3

Minimum Credits Required for the Program: 61

Notes:

*Students wishing to transfer to EMU should follow the articulation guide.

**Students are encouraged to consider ENG 185 as an elective credit or complete the MACRAO or MTA requirement noted below:

Students who wish to complete MACRAO should select another social science course.

Students who wish to complete MTA should select another physical science course.

PROGRAM PROPOSAL FORM

- Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.
- Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

<p>Program Name:</p> <p>Division and Department:</p> <p>Type of Award:</p> <p>Effective Term/Year:</p> <p>Initiator:</p>	<p><u>Paralegal Studies/Pre-Law</u> <u>Advanced Technologies / Public Service Careers</u></p> <p><input checked="" type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> AAS <input type="checkbox"/> Cert. <input type="checkbox"/> Adv. Cert. <input type="checkbox"/> Post-Assoc. Cert. <input type="checkbox"/> Cert. of Comp.</p> <p><u>Fall 2014</u></p> <p><u>Ruth Walsh</u></p>	<p>Program Code: <u>AAPSPL</u></p> <p>CIP Code: <u>27.0302</u></p>
<p>Program Features Program's purpose and its goals.</p> <p>Criteria for entry into the program, along with projected enrollment figures.</p> <p>Connection to other WCC programs, as well as accrediting agencies or professional organizations.</p> <p>Special features of the program.</p>	<p><u>Purpose and Goal</u></p> <ol style="list-style-type: none"> To prepare students for entry level positions in the field of law. To prepare students to transfer to EMU's paralegal program To allow students considering law school to explore legal studies. <p><u>Criteria for Entry</u> College level reading and writing.</p> <p><u>Connection to other WCC Programs</u> Interdisciplinary curriculum. It will articulate to EMU's American Bar Association Approved BS Degree in Paralegal Studies.</p>	
<p>Need</p> <p>Need for the program with evidence to support the stated need.</p>	<p>The United States Bureau of Labor Statistics anticipates a 17% growth in paralegal positions from 2012 to 2022, approximately 46,200 openings across the country. The Department of Energy, Labor and Economic Growth anticipated a 14.9% growth in the State of Michigan in paralegal positions from 2008 to 2012. Further, it is anticipated that there will be created 75 new paralegal positions and 57 replacement positions <i>per year</i> in the State of Michigan. The median pay for a paralegal in the Ann Arbor area is \$50,250 per year.</p>	
<p>Program Outcomes</p>	<p><u>Outcomes</u></p> <ol style="list-style-type: none"> Communicate in an effective and professional manner, orally and in writing, using appropriate legal terminology. Analyze substantive and procedural legal issues applying appropriate legal concepts. Effectively use basic software used in law offices and in the courts. Describe the American judicial system and be able to explain and distinguish between the jurisdictions of Federal and State court systems and the levels of courts within each system. Recognize the basic rights granted by the US Constitution and the concomitant limits of governmental power. 	<p><u>Assessment method</u></p> <ol style="list-style-type: none"> Portfolio of artifacts from CJT 120 Portfolio of artifacts from CJT 208 and CJT 209 Portfolio of artifacts from BOS 206 Portfolio of artifacts from CJT 154 and CJT 155 Portfolio of artifacts from CJT 154 and CJT 155

*JW logged 2/12/14 sj
Office of Curriculum & Assessment*

Curriculum	Paralegal/Pre-Law Studies		
	Course #	Course Title:	Credit Hours
List the courses in the program as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.	Semester 1		
	PHL 123	Critical Thinking	3
	BOS 211	Intro to Paralegal Studies	3
	CJT 154	Everyday Law I Law and Civil Liberties	3
	COM 102	Interpersonal Communication	3
	ENG 111	Composition I	4
	Semester Total		16
	Semester 2		
	CJT 120	Criminal Justice Ethics	3
	BOS 206	Personal Management Application and Internet Resources	2
	SOC 100	Principles of Sociology	3
	ENG 226	Composition II	3
	MTH 160	Basic Statistics	4
	Semester Total		15
	Semester 3		
	CJT 208	Criminal Evidence and Procedure	3
	HST 200	Michigan History	3
	ACC 111	Principles of Accounting I	3
	Nat. Sci.	Elective(s)*	4
	Elective ¹	Elective Credit	3
Semester Total		16	
Semester 4			
BMG 111	Business Law I	3	
CJT 209	Criminal Law	3	
PHL 250	Logic	3	
MUS 147	Entertainment Law	2	
CJT 155	Everyday Law II: Civil Law, Liabilities and You	3	
Semester Total		14	
Program Total		61	
¹ Students are encouraged to consider ENG 185 English Grammar and Usage as an elective credit or complete the MACRAO or MTA requirement noted below: Students who wish to complete MACRAO should select another social science course. Students who wish to complete MTA should select another physical science course. *Students wishing to transfer to EMU should follow the articulation guide.			

Budget Specify program costs in the following areas, per academic year:		START-UP COSTS	ONGOING COSTS
	Faculty	\$ 0 .	\$ 0 .
	Training/Travel	0 .	0.
	Materials/Resources	0 .	0.
	Facilities/Equipment	0 .	0.
	Other	0 .	0.
	TOTALS:	\$ 0 .	\$ 0 .
Program Description for Catalog and Web site	This program prepares students for entry level positions or further study in the field of law. Entry level paralegal positions are available in legal offices such as corporate, prosecuting and public defense in addition to some courts. Under the supervision of an attorney paralegals may assist with research, court filings, documentation and depositions. Students who wish to continue their education may continue on to a bachelor's degree or a Juris Doctorate degree.		
Program Information	Accreditation/Licensure - N/A Advisors - Ruth Walsh Advisory Committee - Admission requirements - N/A Articulation agreements - EMU Continuing eligibility requirements -		

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/ other populations	Number students to be assessed
Communicate in an effective and professional manner, orally and in writing, using appropriate legal terminology.	Portfolio of artifacts from CJT 120	Fall 2017	All	All
Analyze substantive and procedural legal issues applying appropriate legal concepts.	Portfolio of artifacts from CJT 208 and CJT 209	Fall 2017	All	All
Use basic software used in law offices and in the courts.	Portfolio of artifacts from BOS 206	Fall 2017	All	All
Describe the American judicial system and be able to explain and distinguish between the jurisdictions of Federal and State court systems and the levels of courts within each system.	Portfolio of artifacts from CJT 154 and CJT 155	Fall 2017	All	All
Recognize the basic rights granted by the US Constitution and the concomitant limits of governmental power.	Portfolio of artifacts from CJT 154 and CJT 155	Fall 2017	All	All

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally-developed rubric, external evaluation, other). Attach the rubric.

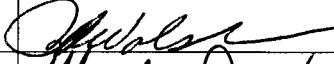
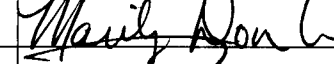
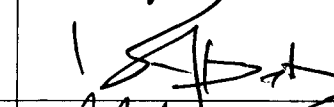

Departmentally developed rubric

2. Indicate the standard of success to be used for this assessment.

75% of students scored will score 75% or higher

3. Indicate who will score and analyze the data.

Departmental Faculty

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Ruth Walsh		2/6/14
Dean	Marilyn Donham		2/10/14
Vice President for Instruction <input type="checkbox"/> Approved for Development <input type="checkbox"/> Final Approval	William Abernathy		02/25/14
President	Rose Bellanca		2/27/14
Board Approval			3/25/14

3/31/14 *fu*